

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 15 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/25/2013		2. CONTRACT NO. (If any) EP-W-11-016		6. SHIP TO: a. NAME OF CONSIGNEE Frank Cellucci, TOCOR	
3. ORDER NO. 0014		4. REQUISITION/REFERENCE NO. PR-R3-13-00196			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1650 Arch St MC 3HS42 Email: cellucci.frank@epa.gov Phone: 215-814-3318	
				c. CITY Philadelphia	e. ZIP CODE 19103
7. TO: HEATHER TEED				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ-ALLEN & HAMILTON, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY McLean		e. STATE VA	f. ZIP CODE 22102		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Region 3	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Frank Celucci Max Expire Date: 01/31/2016  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$1,306,561.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$1,306,561.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Bradley Austin  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/25/2013	CONTRACT NO. EP-W-11-016	ORDER NO. 0014
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 13--T-3AS0P-303DD2-2505-0300IJ00-C066-133ASB 1017-001 BFY: 13 Fund: T Budget Org: 3AS0P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: 0300IJ00 Cost: C066 DCN - Line ID: 133ASB1017-001 Period of Performance: 06/01/2013 to 01/31/2016					
0001	Base Period: Region 3 Superfund Division Information Management Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: \$120,000.00  Period of Performance: 06/01/2013 to 05/31/2014				482,381.00	
0002	Option Period 1: Region 3 Superfund Division Information Management Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form (Option Line Item) Period of Performance: 06/01/2014 to 05/31/2015				487,091.00	
0003	Option Period 2: Region 3 Superfund Division Information Management Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form (Option Line Item) Period of Performance: 06/01/2015 to 01/31/2016 Continued ...				337,089.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,306,561.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
04/25/2013	EP-W-11-016	0014

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The obligated amount of award: \$120,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

## **Region 3 Superfund Division Information Management Support**

### **1.0 STATEMENT OF OBJECTIVES**

#### **1.1 Overview**

Data management is critical for the Agency to effectively monitor and manage EPA programs. Within the regions, the effective management and quality of the data translates to reduced costs, increased efficiencies, and overall improvement of the operations of the Superfund program. Under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 and the Superfund Amendments and Reauthorization Act (SARA) of 1986, EPA is authorized to identify, assess, and remediate abandoned hazardous waste sites that pose a threat to human health and the environment. EPA is authorized to recover the costs associated with these activities from the responsible parties. EPA is also responsible for enforcement of the Oil Pollution Regulations (OPR) found in 40 CFR 112. In Region III, the Hazardous Site Cleanup Division (HSCD) is responsible for CERCLA and OPR implementation, managing Superfund and oil sites located in Delaware, Maryland, Pennsylvania, Virginia, West Virginia and the District of Columbia.

The EPA Region III HSCD utilizes the Comprehensive Environmental Response, Compensation, and Liability Act Information System (CERCLIS) / Superfund Enterprise Management System (SEMS) hereinafter, SEMS, a national information management system, to track data associated with managing the Superfund Removal, Remedial, Enforcement, Federal Facilities and Site Assessment programs. The HSCD utilizes SEMS, the Office of Superfund Remediation and Technology Innovation (OSRTI) program's official repository of digital records, to ensure Superfund accomplishments are supported by source documentation. The HSCD utilizes the Oil Database to track information associated with managing the oil enforcement program. The HSCD also uses the Integrated Compliance Information System (ICIS) and other systems to track and manage program accomplishments and ensure that the regulated community is in compliance with environmental regulations, individual permits, and other enforceable agreements.

The HSCD ensures that information is made available in an easily understood format for the public and needs to ensure that the data is accurate, comprehensive, and of the highest quality for internal operations, reporting program successes to Congress and providing information to the public. The quality of CERCLIS/SEMS, the Oil Database, and ICIS data and managing the collection, analysis, distribution, and usage of that data; specifically data to support Government Performance Results Act (GPRA) reporting requirements are imperative components to the achieve program goals and objectives. Specific activities that support the program's interest to support these objectives include, but are not limited to:



1. Quality Assurance;
2. Program Data Validation and Data Quality Support for and across all tools and applications;
3. Program Data Management;
4. Standard Operating Procedure (SOP) development and implementation
5. Reporting;
6. Administrative Program Activities; and
7. Training - The particular areas of support specific to EPA's Regional programs include, but are not limited to:
  - Data management and data entry;
  - Quality assurance;
  - User support;
  - Training and training documentation;
  - Support and attendance at national conference calls or meetings where discussions relevant to the operations of the program occur;
  - Policy and guidance review and analysis;
  - SOP development; and
  - Policy and SOP implementation necessary to maintain data integrity.

This work is essential to tracking program activities, targets and accomplishments, environmental indicators, oil facility compliance, enforcement compliance and financial data reported to Congress.

## **1.2 Objectives**

This section states the performance-based objectives relating to each specific task:

- 1) Provide information management support for the demanding data needs of the Region III HSCD including the Superfund, Oil and other related programs;
- 2) Provide support so that existing databases and workflow tools can be maintained, updated, or replaced as needed to support the Region III HSCD including the Superfund, Oil and other related programs; and
- 3) Provide program related mission support regarding business processes and procedures in support of the goals, mission and objectives of the Region III programs.

The support required under this task order will involve the following areas:

1. HSCD/Superfund Program Support;
2. Oil Enforcement Program Support; and
3. HSCD Enforcement Program Support.

## **1.3 Requirements**

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The Contractor shall address these requirements in the Technical Approach section of their proposal.

### **TASK 1: Hazardous Site Cleanup Division (HSCD) / Superfund Program Support**

CERCLIS/SEMS supports site and non-site Superfund program information needs, including data on hazardous waste site assessment and remediation. CERCLIS is utilized in tracking accomplishments and milestones across the Superfund program. SEMS, which will integrate all CERCLIS modules and functionality, serves as the primary electronic record keeping repository for records across the regions. SEMS allows regions to associate records to support specific accomplishments in CERCLIS, and to distribute records in response to FOIA requests, for Administrative Records, and for litigation support.

Region III HSCD is responsible for managing and verifying Superfund information in CERCLIS/SEMS for CERCLA. This effort requires data entry, quality assurance, user training, user support, and report generation and analysis.

#### **1.1 Data Management**

Region III HSCD must ensure the accuracy, timeliness, and utility of data in CERCLIS/SEMS. This is accomplished by ensuring data quality by performing data analysis, training users to prevent data quality problems and documenting processes. To assist in Superfund data management needs, the HSCD requires contractor support in performing:

- a) Diagnosis of data problems through the examination of on-screen data and CERCLIS/SEMS reports;
- b) Quarterly reconciliation of CERCLIS/SEMS data prior to quarterly Headquarters' (HQ) data pulls;
- c) Data audits based upon examination of audit reports and other reports; and
- d) Test data conversions to ensure that they have occurred properly.

CERCLIS/SEMS data management support includes, but is not limited to:

- Provide support interpreting and implementing the Superfund Program Implementation Manual (SPIM), SPIM Coding Guidance, and other policy and guidance;
- Provide recommendations for the Region III Data Entry Control Plan (DECP), which outlines plans and procedures for implementing SPIM definitions at a regional level;

- Provide support facilitating the reconciliation of CERCLIS/SEMS data prior to quarterly HQ's data pulls on an ad hoc basis;
- Provide support entering program specific data into CERCLIS/SEMS to ensure timeliness of data reporting and to ensure quarterly and end-of-year reporting deadlines are met;
- Provide support researching and associating source documentation to actions in CERCLIS/SEMS to support the initiation and completion of Superfund accomplishments;
- Provide quality assurance support identifying and researching CERCLIS/SEMS data issues from regional uses, audits, or other regional or national initiatives;
- Provide support developing findings and recommendations regarding CERCLIS/SEMS data issues and proposed data correction resolutions;
- Provide support implementing data issues' solutions and resolutions;
- Provide support implementing new Superfund initiatives and data requirements by developing processes to ensure that all requirements are met;
- Review and analyze documents to ensure all appropriate data elements are entered completely and accurately in CERCLIS/SEMS or other tracking tools;
- Create and/or update programmatic forms to support the accuracy and consistency of data entered in CERCLIS/SEMS by EPA staff to comply with GPRA requirements, in both printable and electronic formats;
- Provide support developing data entry best practices guides and "cheat sheets" or quick reference guides;
- Provide support for data migration and data conversion efforts to ensure quality assurance and data usability;
- Conduct policy and guidance reviews; and
- Develop recommendations supporting implementation of policy and national guidance.

## **1.2. User Support/Training**

HSCD requires contractor support for the transition of new staff in the Superfund Program and to support existing staff with training support as required by the program. As CERCLIS database revisions are made, the HSCD requires providing staff with details on systems enhancements that will affect reporting and data entry needs. Additionally, with the migration of data from CERCLIS to SEMS, it is necessary to train users to utilize an entirely new system to perform data entry, review current data, and locate and identify data within the system on an ongoing basis as needed. Superfund and CERCLIS/SEMS training and user support activities include, but are not limited to:

- Provide development and implementation of group training sessions and materials on system functionality of CERCLIS/SEMS and new Superfund policy and data requirements;
- Provide structured and ad hoc one-on-one training for specific CERCLIS/SEMS functionality or Superfund related policy and data requirements;
- Provide support to HSCD staff regarding questions on CERCLIS/SEMS functionality or Superfund related policy and data requirements;

- Provide support evaluating proposed enhancements and updates to CERCLIS/SEMS and processes, as well as performing research and documenting problems, findings, and recommendations that impact the program; and
- Provide training or instruction so EPA staff may run and analyze quality assurance reports in CERCLIS/SEMS and ReportLink or other regional reporting tool to ensure quality and accuracy of data entered in CERCLIS/SEMS.

### **1.3. Report Generation**

Region III HSCD requires the ability to access and view data from CERCLIS/SEMS for conducting program analysis and presenting this data to system users and the HSCD. HSCD requires the data to be made available in a variety of formats. Report generation activities include designing, developing, documenting and testing reports. Additional contractor support includes, but is not limited to:

- Provide support developing high level and detailed Superfund data reports, dynamically pulling data from CERCLIS/SEMS or other data management systems utilizing a variety of tools, SQL, Info Maker, Business Objects, Oracle Business Intelligence (OBI), and Microsoft Office tools;
- Provide support utilizing ReportLink and Superfund Graphs on the Web (or successors and peripheral applications) to enhance reporting capabilities;
- Provide support developing narrative summary reports of Superfund data;
- Provide support developing audit reports to be used by HSCD staff to ensure quality assurance of CERCLIS/SEMS data;
- Provide support maintaining and developing Superfund Program and mission related reports;
- Provide support for ad hoc report generation to facilitate daily activities, data quality reviews, and other regional and HQ initiatives;
- Provide support documenting report specifications, source code, and user guides for CERCLIS/SEMS reports developed for the HSCD; and
- Provide support for updates to both national and regional reports as national Superfund reporting requirements change.

### **TASK 2: Oil Enforcement Program Support**

The Oil Enforcement Program supports the function to organize, maintain, and update facility compliance, plan receipt and review information, and track annual inspection and plan review accomplishments. This entails the need to track facility compliance with several different milestones required under the Oil Pollution Prevention regulations, including but not limited to Notices of Non-Compliance (NON), Letters of Inadequacy (LOI), Inspection Outcomes, Brought into Compliance dates, Administrative Complaints, and Case Closed dates. Data Entry for the Oil Enforcement Program is centralized by the Regional Data Coordinator and stored within the Oil Database. The Region III HSCD utilizes several tools and processes to track information associated with

managing the Oil Enforcement Program. These tools and processes support the Oil Enforcement Program, including but not limited to the Spill Prevention, Control and Countermeasure (SPCC) and Facility Response Plans (FRP) Programs within the Oil Enforcement Program at EPA.

The Region III HSCD is responsible for managing and verifying Oil Enforcement Program information. This effort requires data entry, quality assurance, user training, user support, and report generation and analysis.

## **2.1. Data Management**

Region III HSCD must ensure the accuracy, timeliness, and utility of data for the Oil Enforcement Program. This is accomplished by ensuring data quality by performing data analysis, training users to prevent data quality problems and documenting processes. To assist in the Oil Enforcement Program data management needs, the HSCD requires contractor support in performing:

- a) Diagnosis of data problems through the examination of on-screen data and reports;
- b) Reconciliation of data as requested and prior to quarterly HQ's data pulls;
- c) Data audits based upon examination of audit reports and other reports; and
- d) Review and support of data conversion processes to ensure that they have occurred properly.

Oil Enforcement Program data management support includes, but is not limited to:

- Provide support facilitating the reconciliation of data prior to quarterly HQ's data pulls on an ad hoc basis;
- Provide quality assurance support identifying and researching data issues from regional uses, audits, or other regional or national initiatives;
- Provide support developing findings and recommendations regarding data issues and proposed data correction resolutions;
- Provide support implementing data issues' solutions and resolutions;
- Provide support implementing new initiatives and data requirements by developing processes to ensure that all requirements are met;
- Review and analyze documents to ensure all appropriate data elements are entered completely and accurately in the appropriate databases and workflow tools;
- Provide support developing data collection/entry forms, data entry best practices guides and "cheat sheets" or quick reference guides;
- Provide support for data migration and data conversion efforts to ensure quality assurance and data usability;
- Conduct policy and guidance reviews; and
- Develop recommendations supporting implementation of policy and national guidance.

## **2.2. User Support/Training**

HSCD requires supporting the transition of new staff in the Oil Enforcement Program as well as supporting existing staff with training support as needed for the program. The Oil Enforcement Program requires technical knowledge support to assist staff in the best ways to utilize the system, support with data entry as needed, as well as developing consistent/standard approaches to data entry. Oil Enforcement training and user support activities includes, but is not limited to:

- Provide development and implementation of group training sessions and materials on system functionality of Oil Enforcement Program data management systems and new Oil Enforcement related policy and data requirements;
- Provide structured and ad hoc one-on-one training for specific system functionality or Oil Enforcement Program related policy and data requirements;
- Provide support to HSCD staff regarding questions on system functionality or Oil Enforcement Program related policy and data requirements;
- Provide support evaluating proposed enhancements and updates to associated tools and processes, as well as performing research and documenting problems, findings, and recommendations that impact the program; and
- Develop and maintain forms used for data entry in the Oil Database.

### **2.3. Report Generation**

Region III HSCD requires the ability to access and view data from the Oil Enforcement Program for conducting program tracking and analysis and presenting this data to system users and HSCD. Report generation activities include designing, developing, documenting and testing reports. Additional contractor support includes, but is not limited to:

- Provide support developing high level and detailed Oil Enforcement Program data reports, dynamically pulling data from the Oil Enforcement Program data management systems utilizing a variety of tools, SQL, OBI, and Microsoft Office tools;
- Provide supporting developing narrative summary reports of annual Oil Enforcement Program results;
- Provide support developing audit reports to be used by HSCD staff to ensure quality assurance of Oil Enforcement Program data;
- Provide support maintaining and developing Oil Enforcement Program and mission related reports; and
- Provide support for ad hoc report generation to facilitate daily activities, data quality reviews, and other regional and HQ initiatives.

### **2.4. Spill Prevention Control and Countermeasures (SPCC) and Facility Response Plan (FRP)**

Region III Oil Enforcement Program monitors and maintains compliance and enforcement under the SPCC and FRP Programs. These efforts include, but are not

limited to, the identification and collection of missing information, quality assurance reviews of SPCC/FRP Plans, and the development of violation notices. The HSCD requires support throughout the facility inspection and assistance with enforcement and compliance activities. Oil Enforcement Program support includes, but is not limited to:

- Review facility files and data to determine areas of deficiency or missing information;
- Communicate with facilities to obtain missing/outdated information;
- Update data in all applicable program systems;
- Perform Quality Assurance reviews;
- Perform technical review of SPCC/FRP plans in support of facility inspections;
- Perform technical review of FRP plans for Significant and Substantial Harm Facilities;
- Prepare findings and recommendations for SPCC/FRP Coordinator;
- Maintain and track all findings of deficiencies in all applicable program systems; and
- Prepare draft Notices of Violations or other notifications/reports.

### **TASK 3: Integrated Compliance Information System (ICIS) and Hazardous Site Cleanup Division (HSCD)/ Enforcement Program Support**

ICIS supports the information needs of the national enforcement and compliance program as well as the unique needs of the National Pollutant Discharge Elimination System (NPDES) program. ICIS integrates inspection, evaluation, violation, enforcement, and compliance assistance data that had been located in several separate data systems from all EPA Programs. The Web-based system enables individuals from states and EPA to access integrated enforcement and compliance and NPDES data from any desktop connected to the Internet. EPA's ability to target the most critical environmental problems will improve as the system integrates data from all media.

The Region III HSCD is responsible for managing and verifying enforcement and compliance information in ICIS for CERCLA and OPR. This effort requires contractor support for data entry, quality assurance, user training, user support, and report generation and analysis.

#### **3.1. Data Management**

Enforcement and compliance data require ongoing and accurate data collection, data entry, quality assurance and control, data reporting and file maintenance on a very large scale. Enforcement data management support includes, but is not limited to:

- Provide support coordinating and overseeing the data collection, data entry, and data quality of enforcement related data in ICIS, CERCLIS/SEMS, and other related databases and workflow tools;
- Provide support developing data collection/entry forms, data entry best practices guides and "cheat sheets" or quick reference guides;



- Provide support facilitating the quarterly enforcement data reconciliation and the coordination of the semi-annual Office of Enforcement and Compliance Assurance (OECA) enforcement data certification;
- Review and analyze documents to ensure all appropriate data elements are entered completely and accurately in the appropriate databases and workflow tools;
- Provide support managing and implementing all national data initiatives and reporting policies, including but not limited to enforcement and compliance projections, GPRA requirements, environmental benefits, large cases, bankruptcies, and national cases;
- Conduct policy and guidance reviews; and
- Develop recommendations supporting the implementation of policy and national guidance.

### **3.2. User Support/Training**

HSCD requires contractor support for the transition of new staff as well as supporting existing staff with training support as needed for the program. The HSCD requires providing ongoing user support to facilitate staff success and system quality assurance, as well as presenting formal trainings and addressing ad hoc needs for information on required ICIS data elements for the HSCD inspection and compliance activities. Enforcement data management training and user support activities includes, but is not limited to:

- Provide development and implementation of group training sessions and materials on system functionality of ICIS, CERCLIS/SEMS, or other data management systems and new enforcement data requirements;
- Provide structured and ad hoc one-on-one training for specific system functionality or enforcement data requirements;
- Provide support to HSCD staff regarding questions on system functionality or enforcement data requirements; and
- Provide training and ad hoc support for data integration from multiple systems (ICIS, CERCLIS/SEMS and The National Oil Database).

### **3.3. Report Generation**

HSCD relies on the ability to pull data from the enforcement related data management systems to conduct analysis and present this data to system users and HSCD managers in a variety of formats. The HSCD requires reporting and certifying enforcement and compliance data biannually. Report generation activities include designing, developing, documenting and testing reports. Additional contractor support includes, but is not limited to:

- Provide support developing high level and detailed enforcement data reports, dynamically pulling data from ICIS and CERCLIS/SEMS or other data management systems utilizing a variety of tools, SQL, Business Objects, and

Microsoft Office tools;

- Provide support in developing narrative summary reports of annual enforcement targets and accomplishments;
- Provide support developing audit reports to be used by HSCD staff to ensure quality assurance of CERCLIS/SEMS data; and
- Provide support for ad hoc report generation to facilitate daily activities, data quality reviews, and other regional and HQ initiatives.

#### **TASK 4: Other Enforcement Program Support**

HSCD Enforcement program is very dynamic and as a result requires ad-hoc support due to changes within the programs such as staffing, mission goals or objectives and processes and procedures. With these changes, the HSCD, at times requires support in order to achieve their mission goals and in operation of the program. This requires the ability to provide staff and support for quick turn-around and/or specialized support. Other Enforcement Program Support includes, but is not limited to:

- Provide structured and ad hoc one-on-one training for specific CERCLIS/SEMS functionality or Superfund related policy and data requirements;
- Provide support developing data entry best practices guides and "cheat sheets" or quick reference guides;
- Provide support to HSCD staff regarding questions on CERCLIS/SEMS functionality or Superfund related policy and data requirements;
- Provide training or instruction so EPA staff may run and analyze quality assurance reports in CERCLIS/SEMS and ReportLink or other regional reporting tool to ensure quality and accuracy of data entered in CERCLIS/SEMS;
- Provide support for ad hoc report generation to facilitate daily activities, develop audit reports for data quality reviews of CERCLIS/SEMS data, and other regional and HQ initiatives;
- Create and/or update programmatic forms to support the accuracy and consistency of data entered in CERCLIS/SEMS by EPA staff to comply with GPRA requirements, in both printable and electronic formats;
- Provide support developing findings and recommendations regarding CERCLIS/SEMS data issues and proposed data correction resolutions;
- Provide support implementing data issues' solutions and resolutions;
- Provide support implementing new initiatives as necessary to support the Superfund Program, Oil Program, Budget and Cost Recovery and/or Special Account initiatives, data requirements, processes and procedures;
- Provide support entering program specific data into CERCLIS/SEMS to ensure timeliness of data reporting and to ensure quarterly and end-of-year reporting deadlines are met;
- Review and analyze documents to ensure all appropriate data elements are entered completely and accurately in CERCLIS/SEMS or other tracking tools; and
- Provide support facilitating the reconciliation of data prior to quarterly HQ's data pulls on an ad hoc basis.

## 1.4 Other Information

This section provides additional information on the requirements for this task order.

### 1.4.1 On-site Contractor Support

☒ Yes     ☐ No. The task order requires on-site contractor support.

On-site support is required to accomplish some tasks.

### 1.4.2 Government Furnished Space or Property (GFP)

☒ Yes     ☐ No. The task order involves the provision of government space.

On-site work will be performed in work stations provided and maintained by the EPA Region 3 Superfund Division (SFD). The work stations will be located in the Region 3 SFD offices in Philadelphia.

☒ Yes     ☐ No. The task order involves the provision of GFP.

On-site work will require the use of EPA furnished computers since Region 3 does not allow non-EPA computers to connect to its network. EPA will provide for all maintenance and accounting for the computers provided.

### 1.4.3 Additional Progress or Financial Reporting

☐ Yes     ☒ No. The task order requires additional progress or financial reporting.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.